

**BYLAWS OF WASHINGTON STATE
VETERINARY MEDICAL ASSOCIATION, INC.**

PREAMBLE:

The following Bylaws shall constitute an amendment of the existing Bylaws as a whole and shall repeal and eliminate all existing Bylaws of the Association.

ARTICLE I - MEMBERSHIP

A. CLASSIFICATION OF MEMBERSHIP: Members of the Association shall include the following:

1. Active Members:
 - a. Must be a graduate of a college of veterinary medicine accredited or approved by the American Veterinary Medical Association or have successfully completed an approved foreign veterinary graduate certification program.
 - b. Must be licensed to practice veterinary medicine in the State of Washington if their field of employment requires licensing by State Law.
 - c. Must abide by all stipulations of the Washington State Veterinary Practice Act.
 - d. May vote at the general meetings, hold office and participate in the business and activities of the Association.
 - e. Dues may be reduced for retired or inactive veterinarians who wish to retain membership in the Association.
2. Life Members:
 - a. Must have had membership in the Association and be retired from active service in the profession.
 - b. Must be sponsored by a member in good standing and subsequently proposed by their local association or the Executive Board.
 - c. Need not pay dues but shall retain all other privileges of active members.
3. Associate Members:
 - a. Must not reside or practice in the State of Washington.
 - b. Must be members of the state veterinary association where they reside.
 - c. May participate in the programs and activities of the Association.
 - d. Shall not vote or hold office in the Association.
4. Honorary Members:
 - a. May be any person who has contributed to the advancement of veterinary medicine.
 - b. May be proposed by any local association or the Executive Board
 - c. Must be approved by the Executive Board and two-thirds of the members present at any regularly scheduled general meeting.
 - d. Shall not vote or hold office in the Association.
 - e. May participate in the activities and programs of the Association but shall not pay dues.
5. Supporting Members:
 - a. Any veterinary spouse, veterinary technician, support staff or person involved in the field of veterinary medicine who is not otherwise eligible for membership in the Association but desires to support the purpose of the Association.
 - b. Supporting members are eligible to receive Association publications, serve on committees and participate in its programs.
 - c. Supporting members may not hold an elected office, serve as committee chairs or vote on any matter of Association business.
 - d. Any person, desiring status as a supporting member must apply and be accepted by the WSVMA Executive Committee and the Executive Board.
 - e. The WSVMA Executive Committee, the Executive Board, its officers and committees reserve the right to refuse membership status to non veterinarian applicants with impunity.
6. Corporate Membership:
 - a. Any partnership, corporation, institution or other entity who is not otherwise eligible for membership in the Association and whose interest and/or business involves or affects the veterinary profession but desires to support the purpose of the Association.
 - b. Corporate members are eligible to appoint a representative to receive Association publications, serve on committees and participate in its programs.

- c. Corporate members may not hold an elected office, serve as committee chairs or vote on any matter of Association business.
 - d. Any partnership, corporation, institution or other entity desiring status as a corporate member must apply and be accepted by the WSVMA Executive Committee and the WSVMA Membership Committee.
 - e. The WSVMA Executive Committee, the Executive Board, its officers and committees reserve the right to refuse membership status to non veterinarian applicants with impunity.
7. Student Membership:
- a. Must be a student currently enrolled in an AVMA-accredited veterinary college.
 - b. May participate in the activities of the Association but shall not pay dues.
 - c. Student members shall not vote or hold office or serve as committee chairs.
 - d. Committee participation is at the discretion of the committee chair.
 - e. Each student serving on a committee will have one vote at meetings of that committee.
- B. REMOVAL FROM MEMBERSHIP:** The following may constitute removal from membership:
- 1. Non-payment of Dues: A member more than three months in arrears shall be suspended from the Association.
 - 2. Violation of any stipulation of the Washington State Veterinary Practice Act: A member may be reinstated at the discretion of the Board.
 - 3. A Member convicted of a crime by a court of competent jurisdiction, or for conduct deemed by the board to be unbecoming to the profession.
 - 4. Voluntary Withdrawal: A member may withdraw from the Association at any time.
- C. DUES**
- 1. Shall be set by the Executive Board for all classifications of members.
 - 2. Shall be paid on a fiscal year beginning November 1st through October 31st and may be paid quarterly.
- D. CODE OF ETHICS:** Compliance with the Washington State Veterinary Medical Association Code of Ethics and Guidelines for Professional Conduct is an expected condition of membership in the WSVMA.

ARTICLE II - OFFICERS

A. THE OFFICERS OF THE ASSOCIATION AND THEIR DUTIES:

- 1. President: The President shall:
 - a. Preside at all general membership and Executive Board meetings.
 - b. Appoint all committees not otherwise specified.
 - c. Be an ex-officio member of all committees.
 - d. Perform additional duties and responsibilities of the President as outlined in the *President Position Description* in the *WSVMA Policies and Procedures Manual*.
- 2. President-Elect: The President-Elect shall:
 - a. Assume the duties of the President in the President's absence.
 - b. Be a member of the Executive Board.
 - c. Perform additional duties and responsibilities of the President-Elect as outlined in the *President-Elect Position Description* in the *WSVMA Policies and Procedures Manual*.
- 3. First Vice-President: The First Vice-President shall:
 - a. Assume the duties of the President-Elect in the President-Elect's absence.
 - b. Be a member of the Executive Board.
 - d. Perform additional duties and responsibilities of the First Vice President as outlined in the *First Vice President Position Description* in the *WSVMA Policies and Procedures Manual*.
- 4. Past President: The Past President shall:
 - a. Assume the duties of the President in when other officer are absent
 - b, Be a member of the Executive Board.
 - c. Serve as chair of the Past Presidents' and Nominating Committees.
 - d. Perform additional duties and responsibilities of the Past President as outlined in the *Past President Position Description* in the *WSVMA Policies and Procedures Manual*.

- B. ELECTIONS:** Only the office of First Vice-President shall be filled by election.
1. Nomination shall be by two means:
 - a. By Nominating Committee: The President shall appoint a nominating committee of half the voting members of the Executive Board. They shall nominate one or more candidates for First Vice-President at least three months before the election. The immediate Past-President shall be chairman of the Committee, if available to serve.
 - b. By the Membership: Local Associations may nominate candidates and have their names included on the ballot by notifying the Executive Vice-President at least three months before the election.
 - c. Nomination may occur by write in candidate.
 2. Balloting
 - a. Ballots shall be provided to all active members during the month of July each year. Ballots must be cast by midnight July 31 to the Executive Vice President.
 - b. Should no candidate receive a majority, a second election shall be held between the two candidates receiving the greatest number of ballots. A majority shall consist of greater than fifty percent (50%) of the votes cast in that election. Ballots for this second election shall be provided to all active members prior to August 15 and must be cast before midnight of August 31 and returned to the Executive Vice-President.
- C. INSTALLATION OF OFFICERS:** The new officers shall assume office at the beginning of the fiscal year following the election of the First Vice-President. The previous First Vice-President shall become President-Elect and the previous President-Elect shall succeed to the Presidency.
- D. VACANCIES:** Vacancies in any office shall be filled by a member elected by the Executive Board at its next meeting following such vacancy. The officer elected shall serve the remainder of the term to which elected.
- E. REMOVAL FROM OFFICE:** An officer can be removed from office if membership has been revoked according to terms set forth in Article I, B. Removal from Membership. The resulting vacancy shall be filled according to Article II, D. Vacancies.

ARTICLE III - THE EXECUTIVE VICE-PRESIDENT

The Executive Vice-President shall be the chief administrative officer of the Association and shall be responsible to the Executive Board.

- A. APPOINTMENT:** The Executive Board shall appoint an Executive Vice President and if necessary an Assistant Executive Vice-President.
- B. REMUNERATION AND TERM OF APPOINTMENT:** To be determined by the Executive Board.
- C. DUTIES:** May include the following and other such duties as directed by the Executive Board.
1. Conduct the business of the Association.
 2. Maintain and manage an office for the Association.
 3. Attend and keep permanent minutes of all meetings of the general membership and those of the Executive Board and the Executive Committee.
 4. Compile a monthly bulletin.
 5. Direct the arrangement of all communication, activities, programs and meetings of the Association.
 6. Keep a roster of members and determine the voting strength of the constituent local associations on the Executive Board.
 7. Collect and bank all money due the Association.
 8. Pay all bills provided in the budget or as directed by the Executive Board.
 9. Maintain books of account and give a financial report at the annual meeting and at each Executive Board meeting.
 10. Arrange for the annual compilation of the financial records of the Association by a certified public accountant.
 11. Bill the membership for dues and issue certificates of membership to all members upon receipt of payment.
 12. Send a copy of the Constitution and By-Laws to all members upon request.
 13. Submit a report of activities annually and when requested by the Executive Board.

14. Perform additional duties, responsibilities, and authority of the Executive Vice President as outlined in the *Executive Vice President Position Description* in the *WSVMA Policies and Procedures Manual*.

D. **BONDING:** The Executive Vice-President shall be bonded in such manner and amount as directed by the Executive Board.

ARTICLE IV - THE EXECUTIVE BOARD

A. MEMBERSHIP:

I. Voting Members:

- a. Officers of the Association consisting of the President, who shall be chairman of the Board, the President Elect, the First Vice President, and the Immediate Past President. Each shall have one vote.
- b. Representatives or their alternates, who currently are not voting members, from the thirteen constituent local associations. Each representative shall have one or more votes depending on the number of voting members of the State Association within the geographical boundaries of the representative's constituent association according to the following formula.

Number of Members	Number of Votes
1 to 10	1
11 to 30	2
31 to 60	3
61 to 90	4
91 to 120	5
121 to 150	6
151 to 180	7
181 to 210	8
211 to 240	9
241 to 270	10
271 or more	11

Any representative may request such a weighted vote. The representatives shall be elected for terms of three years and in such manner that not more than forty percent (40%) shall retire in any one year.

- c. A representative or his/her alternate from the faculty at the Washington State University College of Veterinary Medicine shall be elected for a term of three years and shall have one vote.
 - d. The President Elect of the Student Chapter of the American Veterinary Medical Association at Washington State University College of Veterinary Medicine shall have one vote.
2. Non-voting Members:
- a. The Executive Vice President shall attend and participate in the discussions of the Executive Board but may not vote on motions before the Board.
 - b. The following or their alternate, may attend and participate in the discussions of the Executive Board but may not vote on motions before the Board:
 - i. The Delegate to the House of Delegates of the American Veterinary Medical Association or the alternate in the Delegate's absence.
 - ii. The Dean of the Washington State University College of Veterinary Medicine.
 - iii. The State Veterinarian.
 - iv. The Federal Veterinarian.
 - v. A representative from the military veterinarians stationed within the State of Washington.
 - vi. Public Health Veterinarian
 - vii. Committee Chairs.

B. **DUTIES:** The Executive Board shall conduct the administrative and financial affairs of the Association including but not limited to, the following:

1. Prepare and submit to the membership a proposed budget for the next fiscal year.
2. Submit at the annual meeting, a financial report and a summary of Board activities and business conducted during the entire year.
3. Determine the fiscal and business year of the Association.
4. Carry out any other duties as directed by these By-Laws as outlined in the *Executive Board Position Description* in the *WSVMA Policies and Procedures Manual*.

- 5. Elect an alternate delegate to the AVMA House of Delegates.
 - a. The alternate shall serve in the absence of the delegate and may succeed to the position of delegates when the incumbent's term expires.
 - b. Vacancies in either position shall be filled for the next AVMA meeting following such vacancy.

C. MEETINGS: The President shall call meetings at such times and places as he/she may deem necessary providing there shall be at least four meetings a year.

D. QUORUM: Fifty Percent (50%) of the voting members shall constitute a quorum.

E. THE EXECUTIVE COMMITTEE: An Executive Committee composed of the President, President-Elect, First Vice President and the Immediate Past President shall be empowered to transact the routine business of the Association and any urgent business that needs decision before the next meeting of the Executive Board. These actions of the Executive Committee will be reported to the Executive Board at its next meeting for review.

ARTICLE V - CONSTITUENT LOCAL ASSOCIATIONS

A. NAMES AND BOUNDARIES: There shall be thirteen constituent associations representing the areas as follows:

NAME	COUNTIES:
1. Tri-County VMA	Whatcom, Skagit, San Juan, Island
2. Seattle-King County VMA	That part of King County lying north of the Kent-Kangley Road
3. South Puget Sound VMA	Thurston, Mason, Lewis, Grays Harbor, Pacific
4. Southwest Washington VMA	Clark, Cowlitz, Wahkiakum, Skamania
5. North Central Washington VMA	Okanogan, Ferry
6. Yakima Valley VMA	Kittitas, Yakima, Klickitat
7. Southeast Washington VMA	Benton, Franklin, Walla Walla, Columbia, Garfield, Asotin
8. Inland Empire VMA	Spokane, Stevens, Adams, Lincoln, Whitman, Pend Oreille
9. Snohomish County VMA	Snohomish
10. Peninsula VMA	Clallam, Jefferson, Kitsap
11. Pierce County Veterinary Society	Pierce, that part of King County lying south of the Kent -Kangley Road
12. Chelan Douglas VMA	Chelan, Douglas
13. Grant County VMA	Grant

B. RESPONSIBILITIES AND PRIVILEGES:

- 1. Elect a representative to the Executive Board every three years as directed by the Executive Board.

ARTICLE VI - GENERAL MEMBERSHIP MEETINGS

There shall be at least one meeting held each year, the time and place to be designated by the Executive Board.

A. ORDER OF BUSINESS: The Order of business at general business meetings may include the following but is not limited to:

- 1. Reading of minutes
- 2. Election of First Vice-President
- 3. President's Report
- 4. Executive Vice-President's Report
- 5. Committee Reports
- 6. Unfinished Business
- 7. New Business
- 8. Adoption of New Budget
- 9. Adjournment

B. RULES: Robert's Rules of Order shall be followed by all Association meetings, where not covered in the By-Laws.

C. **SPECIAL MEETINGS:** Additional meetings may be called by the President or the Executive Board. Notice of the time, place and purpose of special meetings must be sent to each member to his/her address in the Association roster at least five (5) days prior to the meeting.

D. **QUORUM:** Fifteen percent (15%) of the membership registered for the annual meetings shall constitute a quorum at the annual business meeting. Ten percent (10%) of the total voting membership of the Association shall constitute a quorum at a special meeting.

ARTICLE VII - COMMITTEES

A. STANDING COMMITTEES:

1. Public Information Committee:
 - a. Shall concern itself with the public perception and image of the veterinary profession and with providing information about the profession to the news media.
 - b. Shall meet at least once a year and at the discretion of the President or the chairman of the Committee.
2. Program Committee:
 - a. Shall be responsible for programs concerning the education of all persons associated with veterinary medicine; including members and personnel employed by veterinarians.
 - b. Shall meet at least once a year and at the discretion of the President, or the chairman of the Committee.
3. Finance Committee:
 - a. Shall concern itself with all financial matters of the Association including the preparation of the annual budget.
 - b. Shall consist of the Executive Committee and the Finance Committee Chair, appointed by the Executive Committee for a period of three (3) years, with renewable terms as approved by the Executive Committee.
 - c. Shall meet at least once a year and at the discretion of the President.
4. Awards Committee:
 - a. Shall when appropriate select a recipient for the "Distinguished Service" award and the "Veterinarian of the Year" award. The recipient shall be one who has contributed substantially to the advancement and stature of the veterinary art and to the community at large.
 - b. Shall select recipient for other awards as directed by the President.
 - c. Shall consist of members of each local association selected by the President of the WSVMA.
 - d. Nominations for the award may be made to the Committee through the Executive Vice-President's office by any member or constituent association.
 - e. The time and place of the presentation shall be decided by the Executive Board.
 - f. Shall meet at least once a year and at the discretion of the President or the chairman of the Committee.
5. Strategic Planning Committee:
 - a. Shall consist of the Executive Committee plus other interested members.
 - b. Shall concern itself with all matters pertaining to setting and attaining the goals and objectives of the Association.
 - c. Shall specifically be empowered to schedule facilitated or unfacilitated sessions, to conduct appropriate surveys, to make specific recommendations, to provide reports to the Membership, and to consider any other matter deemed important to the growth and survival of the Association.
 - d. Meetings shall be held at least once a year and at the discretion of the President.
6. Legislative Committee
 - a. Shall ensure that there is adequate and appropriate monitoring, lobbying and oversight on federal and state legislation and issues that could affect the WSVMA and its membership.
 - b. Make recommendations to the Executive Board regarding any government activities that could affect veterinary medicine.
 - c.. Shall meet at least once a year and at the discretion of the President or the chairman of the Committee.

B. All other committees deemed necessary shall be appointed by the President at his/her discretion or as directed by the Executive Board.

C. All committees shall submit reports to the Executive Board as directed by the President.

ARTICLE VIII - AMENDMENTS

A. Proposed amendments to the Constitution or Bylaws must be submitted to the Board in writing and signed by at least three (3) members, at least (30) days prior to its final adoption, and no amendment shall be effective unless passed by a two-thirds (2/3) vote of the Executive Board.

B. The Bylaws may be suspended at any regular meeting by a two-thirds (2/3) vote of the Membership.

Revisions Adopted January 18, 2008